

Workforce Development Board of Western Missouri
Employer Utilization Options - SISTEM Training
 February 2006

The Workforce Development Board of Western Missouri is pleased to offer local employers the following list of options for utilizing Alchemy’s SISTEM training tools. These unique industry-developed training resources improve skills and create better business performance. We offer a number of different approaches that enable our employer partners to sample and utilize SISTEM however it best fits their own unique business needs.

SERVICE	EXPECTED BUSINESS RESULTS	TARGETED TRAINEE	EMPLOYER OBLIGATION	EMPLOYER COST
Pre-Employment Candidate Training Establish your own “company specific” candidate learning plan.	Increase skills and improve the quality of your applicant pool. Transcript provides documentation of targeted training completion.	Job seekers	Set courses in desired learning plan. Consider credentialed candidates as openings become available.	None
Existing Worker Training Use SISTEM training at your work site to train your existing workforce. *	Improved skills, increased retention and enhanced worker productivity.	Current Employees	Commit to training plans comprised of employer selected courses. Provide trainee data to Workforce Center. Schedule classes and train workers.	Varies based on content, number of workers to be trained and public resource availability. *
Regional Skills Gap Employability Skills Certification Participate with our <u>Certified Food Production Worker</u> opportunities.	Employers can count on the certificate to identify a qualified applicant; job seekers can rely upon the certificate to demonstrate that they possess the skills required by the job.	Employers and Jobseekers	Identify which SISTEM Food and Safety Courses that would comprise their learning plan/certification and give preferential hiring to pre-trained, certified job seekers.	None – covered by Skills Gap Initiative

* may be provided at NO cost with grant resources

SISTEM training is delivered through a unique interactive training platform that automatically documents learning results. Our current libraries include 65+ courses that specifically address the needs of entry-level workers (in both English and Spanish) in the following libraries:

LIBRARIES	SAMPLE COURSES
Mandated	Violence in the Workplace, Hazard Communications and Harassment
Safety/OSHA	Electrical Safety, Back Injury Prevention and Basic First Aid
Job Search	Work Values, Interviewing and Letter Writing
Career Readiness	Attendance, Communications and Basic Customer Service
Job Success	Social Skills, Anger Management and Problem Solving



Steps to establish a unique company-specific candidate learning plan

1. Review available SISTEM courses (see competencies list attached).
2. Select the desired courses to comprise your company's learning plan.
3. Decide whether to list your company as a SISTEM endorser with prospective job seekers.
4. As positions become available, notify your Workforce Center contact to request candidates who have completed your company's learning plan.
5. Consider candidates referred for open positions.
6. If a candidate is selected, notify your Workforce Center contact.

Steps to implement a customized existing worker training program

1. Define target trainees, courses to be delivered and desired training schedule.
 - a. Workforce Center staff will deliver training proposal based on each employer's requirements.
2. Review the training proposal. If proposal is accepted, notify Workforce Center contact to commence training.
3. Once training is complete, all training records will be delivered in electronic format on CD.

Steps to participate in our Regional Skills Gap Certified Food Production Worker opportunities

1. Call or email your Local Workforce Center contact today.

We appreciate your consideration and will welcome the chance to help improve your business' capabilities. Please let us know how we can assist in improving the quality, retention and productivity of your workers.

Your Local Workforce Center Contact is:

Mike Crowley, Business Representative
(660) 827-3722 office
(660) 221-6273 cell
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